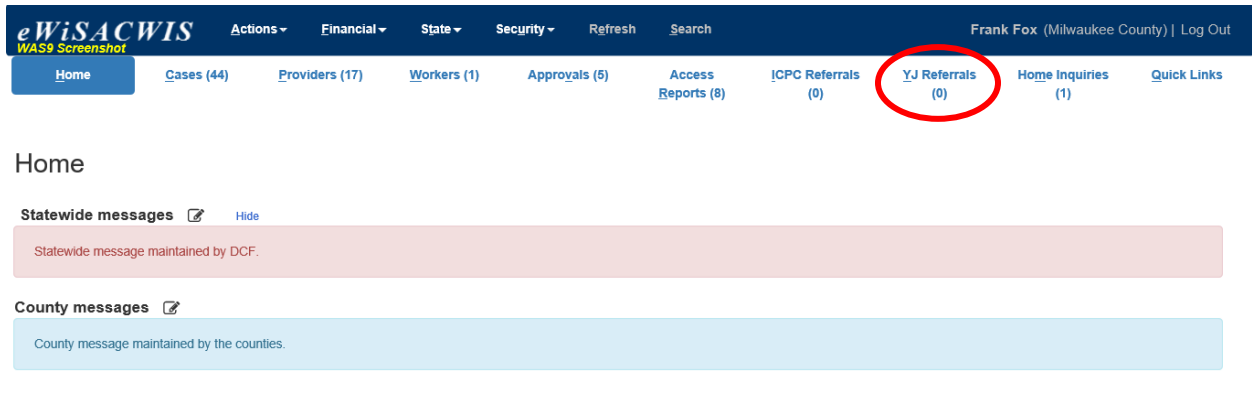


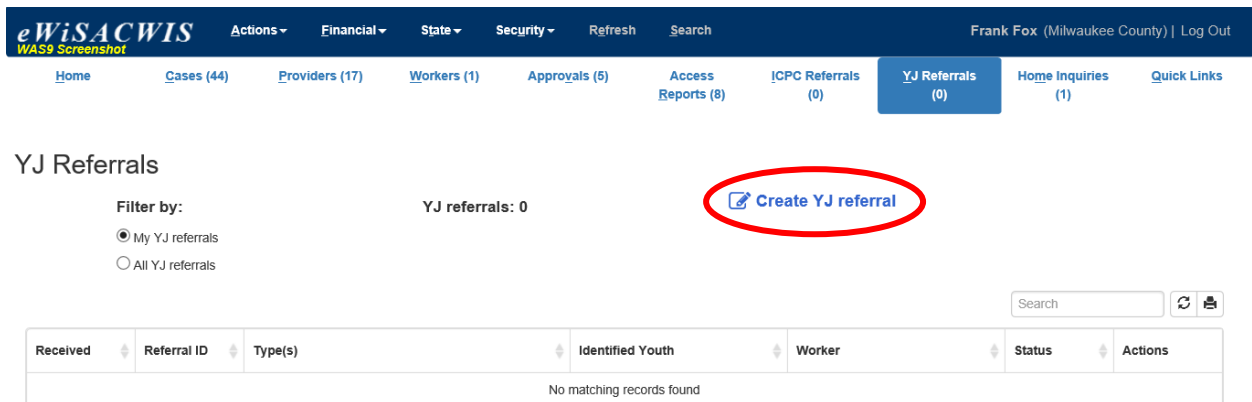
# Youth Justice (YJ) Referrals

1. Select the YJ Referrals tab to open the YJ Referrals page. The YJ Referrals tab is conditionally displayed if the worker has security to create/view YJ referrals or if they have any open YJ assignments.



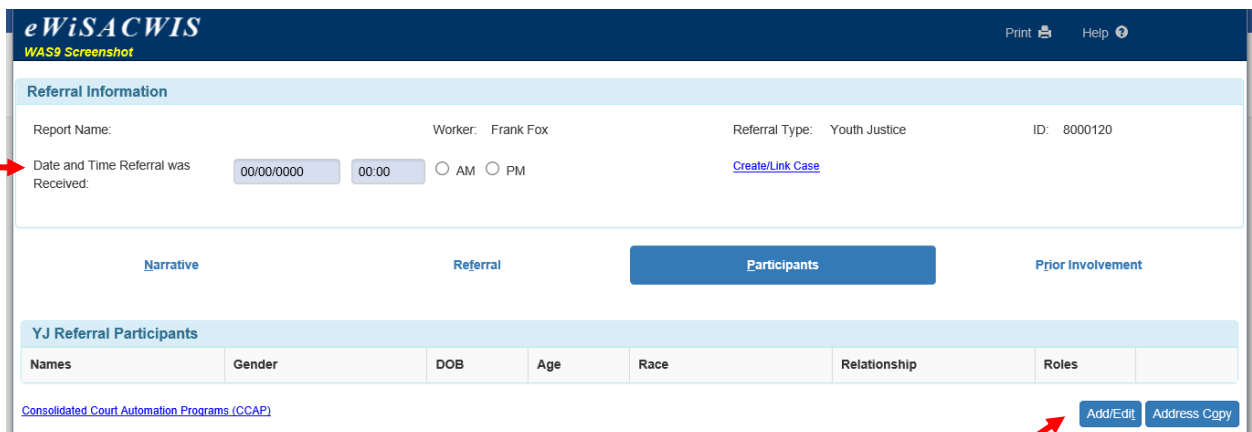
The screenshot shows the eWiSACWIS home page. The top navigation bar includes tabs for Home, Cases (44), Providers (17), Workers (1), Approvals (5), Access Reports (8), ICPC Referrals (0), **YJ Referrals (0)** (circled in red), Home Inquiries (1), and Quick Links. Below the navigation bar, there are sections for Statewide messages and County messages, both indicating they are maintained by DCF and the counties respectively.

2. The YJ Referrals page will display all YJ referrals that have been assigned to the worker that have not yet been linked to a case. The 'All YJ referrals' filter will display if the worker has additional security to view all YJ Referrals for the county. The count of YJ referrals indicates the number of referrals assigned to the worker, not the number of rows in the table, as this can change based on the filter selected. Click on the 'Create YJ referral' link to open a new YJ referral.



The screenshot shows the YJ Referrals page. The top navigation bar is the same as the previous screenshot, but the 'YJ Referrals' tab is now active. Below the navigation bar, there is a filter section with 'Filter by:' and two radio buttons: 'My YJ referrals' (selected) and 'All YJ referrals'. To the right of the filter section, it says 'YJ referrals: 0'. A red circle highlights the 'Create YJ referral' link. Below the filter section, there is a table with columns: Received, Referral ID, Type(s), Identified Youth, Worker, Status, and Actions. The table is currently empty, and a message 'No matching records found' is displayed.

3. The YJ referral opens defaulted to the Participants tab. Enter information in the 'Date and Time Referral was Received' fields. To add participants to the referral, click on the 'Add/Edit' button.



The screenshot shows the YJ Referral form. The top navigation bar is the same as the previous screenshots. Below the navigation bar, there is a 'Referral Information' section with fields for Report Name, Worker (Frank Fox), Referral Type (Youth Justice), and ID (8000120). A red arrow points to the 'Date and Time Referral was Received' field, which has a date input (00/00/0000) and a time input (00:00) with AM/PM radio buttons. Below the 'Referral Information' section, there are four tabs: Narrative, Referral, **Participants** (selected), and Prior Involvement. Below the 'Participants' tab, there is a table with columns: Names, Gender, DOB, Age, Race, Relationship, Roles, and an empty column. At the bottom right of the table, there are two buttons: 'Add/Edit' (highlighted with a red arrow) and 'Address Copy'.

4. Clicking on the 'Add/Edit' button opens the YJ Referral Inquiry Search page. Search for the participants by entering information in the Search Criteria group box. The Last Name is required unless you enter a Person ID, SSN, or an address.
  - If a match is not found, an error message will display at the top of the page that reads, "No matching data found for the criteria specified." To create a new person record for that participant, click on the 'Create' button in the Persons Returned group box. Clicking on the 'Create' button opens the YJ Referral Participant page. Enter as much information as possible on this page and then click the 'Continue' button. Once you click Continue you will go back to the search page which allows you to add more participants to the referral, if needed.

The screenshot shows the 'YJ Referral Inquiry Search' interface. At the top, there is a red error message: 'Errors (1)' and 'No matching data found for the criteria specified.' Below this is the 'Search Criteria' section with fields for Last Name (Cheddar), First Name (Son), Person ID, SSN, DOB (00/00/0000), Gender, Street, City, and ZIP Code. There are also checkboxes for 'Incl. AKA', a 'Search Precision' slider (Low, Med, High), and a 'Sort By' dropdown (Alpha). A 'Search' button and a 'Clear Fields' button are on the right. Below the search criteria is the 'Persons Returned' section, which is currently empty. At the bottom right of this section, there are two buttons: 'Add Participant' and 'Create', with the 'Create' button circled in red. At the very bottom, there is a 'Participants' table with columns for 'YJ Referral Participant Name' and 'Status', and 'Continue' and 'Close' buttons.

- If a match is found, click on the 'Select' hyperlink next to the person that should be added to the referral as a participant.

The screenshot shows the 'YJ Referral Inquiry Search' interface with a search for 'Justice'. The 'Search Criteria' section has Last Name (Justice), First Name (Mother), Person ID, SSN, DOB (00/00/0000), Gender, Street, City, and ZIP Code. The 'Search Precision' slider is set to 'Med' and 'Sort By' is 'Alpha'. The 'Search' button is highlighted. Below the search criteria is the 'Persons Returned' section, which shows 'Record 1 to 1 of 1'. It contains a single entry: 'Justice, Mother ( 9228519 )'. To the left of this entry is a blue 'Select' button, which is circled in red. At the bottom right, there are 'Continue' and 'Close' buttons.

Once all participants have been added, click on the 'Continue' button to return to the Participants tab on the YJ Referral page. For more information on how to search, please refer to the Search user guide.

5. On the Participants tab, select the Relationship and Roles for each participant. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person. For YJ Referrals, the youth named in the referral should have the role of Report Name and Identified Youth, along with any other applicable roles. When the Participants tab has been completed, click on the 'Save' button.

**eWiSACWIS**  
WAS9 Screenshot

Print Help

**Referral Information**

Report Name: Cheddar, Daughter Worker: Frank Fox Referral Type: Youth Justice ID: 8000160

Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create/Link Case](#) [Reassign](#)

**Participants**

**YJ Referral Participants**

Names	Gender	DOB	Age	Race	Relationship	Roles
Cheddar, Daughter	Female	02/02/2002	16	White	Biological Child	HM-IY-RN <a href="#">Roles</a>
Cheddar, Mother		01/01/1975	43	White	Reference Person	HM-PR <a href="#">Roles</a>

[Consolidated Court Automation Programs \(CCAP\)](#) [Add/Edit](#) [Address Copy](#) [Save](#) [Close](#)

6. Click on the Narrative tab and enter as much information as possible. Click on the 'Save' button.

**eWiSACWIS**  
WAS9 Screenshot

Print Help

**Referral Information**

Report Name: Cheddar, Daughter Worker: Frank Fox Referral Type: Youth Justice ID: 8000160

Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create/Link Case](#) [Reassign](#)

**Narrative**

Describe services needed or reason for case opening.  
Enter text.

Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known ☐ Yes ☐ No ☒ Unknown

[Save](#) [Close](#)

7. Next click on the Referral tab.

- The Youth Information group box contains basic information for the participant that was designated as the Identified Youth on the Participants tab. The youth's name should be displayed as a hyperlink. The other fields in this box will be prefilled if the information has been entered on the youth's Person Management record. Clicking on the hyperlink for the youth's name will open the youth's Person Management record in edit mode to allow the youth's information to be added or edited.
- In the YJ Referral Types group box, indicate the type of referral. Multiple referral types can be selected, if needed.
  - i. If JIPS – Truancy is selected as the referral type, an additional group box will appear on the page to display information about the youth's current school – Youth Education Information. See below for additional details and a screenshot.
- Select one or more locations in the Location of Alleged Offense(s) group box.

- i. If School is selected as the location, an additional group box will appear on the page to display information about the youth's current school – Youth Education Information. If the youth's Person Management record contains information about the youth's current school, that information will prefill in this group box. If there is no information about the youth's current school in the Person Management record, these fields will be blank.
  1. To add or edit the school information, click on the 'Modify' hyperlink to open the youth's Person Management record. On the Education tab, add or edit the information in the School History group box. The school information will only display on the Referral tab of the YJ Referral if the 'Primary' checkbox is checked for the school entered in the School History group box on the Education tab of the youth's Person Management record.

**eWiSACWIS**  
WASP Screenshot

Referral Information

Report Name: Cheddar, Daughter Worker: Frank Fox Referral Type: Youth Justice ID: 8000181

Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create Link Case](#) [Reassign](#)

**Youth Information**

[Cheddar, Daughter \(9228553\)](#) DOB: 02/02/2002 Race: White

SSN: Gender: Female Tribal Affiliation:

**YJ Referral Types**

☒ Delinquency ☒ JIPS - Truancy ☐ JIPS - Non-truancy ☐ Ord./Civ. Law Violation

**Location of Alleged Offense(s)**

☐ Community ☐ Detention or Corrections ☐ Home ☐ Placement ☒ School

**Youth Education Information**

Current School: East High - 2222 E Washington Ave - Madison, WI 53704-5295 [Modify](#)

Current School District: Madison Metropolitan Sch Dist Current Grade: 9th

Contact Person: Michael Hernandez Phone: (608)204-1600

[Save](#) [Close](#)

- Two offense rows are automatically displayed in the Referral Offense(s) group box by default. At least one offense row is required. If the second row is not needed, click on the 'Delete' hyperlink to remove it. If additional rows are needed, click on the 'Insert' button to add another row.
  - i. Enter the date of the alleged offense. The date of the alleged offense cannot be greater than the date the referral was received.
  - ii. Enter the number of counts.
  - iii. Begin typing the statute, description, or classification of the alleged offense. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. A selection must be made from the options provided; the worker cannot enter their own statute, description, or classification in this field.

**eWiSACWIS**  
WAS9 Screenshot

Print Help

**Referral Information**

Report Name: Cheddar, Daughter Worker: Fox, Frank Referral Type: Youth Justice ID: 8000160

Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create/Link Case](#) [Reassign](#)

[Narrative](#) **Referral** [Participants](#) [Prior Involvement](#)

**Referral Offense(s)**

Date	Counts	Statute/Description/Classification	
06/08/2018	1	943.017(2)(D) -- GRAFFITI (DEVALUE BY > \$2500) -- Felony	<a href="#">Delete</a>
06/08/2018	1	938.13(6) -- TRUANCY -- JIPS	<a href="#">Delete</a>

[Insert](#) [Save](#) [Close](#)

8. The final group box on the Referral tab is where the Referral Source is documented. By default, the 'Referral Source' dropdown will contain three values: Law Enforcement, School, and Other. If the youth's parents, guardians, and/or custodians are documented on the Parent Info tab of his/her Person Management record, those individuals would also be listed in the 'Referral Source' dropdown. Depending on which referral source is selected, the fields on the page will vary.

- If the referral source is changed, the system will display a pop-up message: "Changing the Referral Source will remove the existing information documented in the Referral Source groupbox. Do you want to continue?"
- The 'Agency' field for law enforcement and the 'School Name' field for school function similarly to the Statute/Description/Classification field for offenses. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. However, for these fields, the worker is allowed to enter their own values if a match is not found in the proposed list.

**Note:** If the referral comes from a school resource officer employed by the police department, you should select 'Law Enforcement' as the referral source. You would track that the referral came from a school by selecting 'School' in the Location of Alleged Offense(s) group box.

**eWiSACWIS**  
WAS9 Screenshot

Print Help

**Referral Information**

Report Name: Cheddar, Daughter Worker: Fox, Frank Referral Type: Youth Justice ID: 8000160

Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create/Link Case](#) [Reassign](#)

[Narrative](#) **Referral** [Participants](#) [Prior Involvement](#)

**Referral Source**

Referral Source: 

Law Enforcement  
School  
Other

[Insert](#) [Save](#) [Close](#)

Referral Source: Law Enforcement

Agency:  Unit:   
LE Case #:  E-Mail:   
First Name:  Last Name:   
Street:

Save Close

Referral Source: School

School Name:   
School Address:   
School District:   
School Type:

Save Close

Referral Source: Other

First Name:  Last Name:   
Agency:   
Street:   
WI City:  City:

Save Close

9. When all information has been entered on the Referral tab, click on the ‘Save’ button. The fourth tab of the YJ Referral is the Prior Involvement tab, which provides information about prior referrals/reports any of the participants on the referral have been involved in previously. If all participants on the referral are new in eWiSACWIS, the tab will be blank. The columns can be sorted by clicking on the blue title of the column. The table can also be filtered by participant by selecting a name in the ‘Participant’ dropdown.

eWiSACWIS

WAS9 Screenshot

Print Help

Referral Information

Report Name: Cheddar, Daughter Worker: Fox, Frank Referral Type: Youth Justice ID: 8000160  
Date and Time Referral was Received: 06/15/2018 10:00 AM PM [Create/Link Case](#) [Reassign](#)

Narrative

Referral

Participants

Prior Involvement

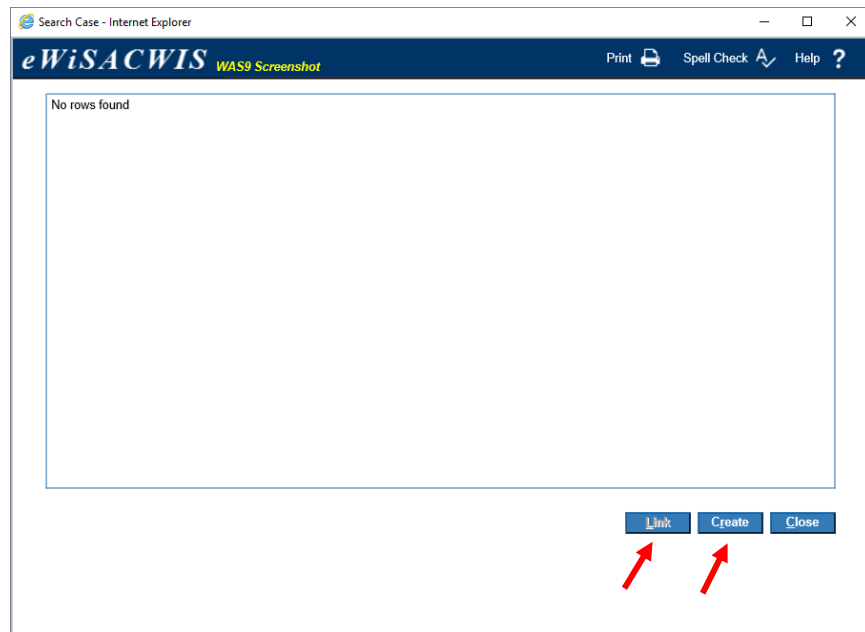
Participant: All

Date	Report Type	Wrkr Safety Concerns	Screening Decision	Case Name	Assessment Finding	Maltreater Name (s)
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Save Close

10. When all information has been entered and saved, click on the 'Create/Link Case' hyperlink toward the top of the page to link the referral to an existing case or to create a new case to link the referral to. Upon clicking the link, the system will display a pop-up message: "Completing the referral will 'freeze' this page, do you wish to continue?" Upon clicking on the 'Yes' button, the system will then run a check to see if all required information has been entered.

- If any required information has been missed, an error message will display at the top of the page. Correct all errors and re-save the page. Then click on the 'Create/Link Case' hyperlink again.
- If all required information has been entered, the Search Case page will open.
  - i. If any of the participants on the referral have prior involvement, a list of cases will appear on this page. The worker can choose to link the referral to one of these existing cases or the worker can choose to create a new case to link the referral to.
  - ii. If all participants on the referral are new to eWiSACWIS, this page will be blank and the only option available will be to Create a new case to link the referral to.



11. Upon clicking either the 'Link' button or the 'Create' button, the Maintain Case page will open. Select a value from the 'Site/Region' dropdown, if needed, and then click on the 'Save' button. The system will display a pop-up message: "Would you like to create an assignment for this case?"

- Clicking on the 'Yes' button will open the Create Worker Assignment page. For more information on how to create assignments, please refer to the Case Assignment user guide.
- Clicking on the 'No' button will return the worker to the Maintain Case page.

**eWiSACWIS WAS9 Screenshot** Print Spell Check Help

**Case: 9223536**

Name: Cheddar, Mother Case Type: Youth Justice Status: Open 06/21/2018

County: Milwaukee Site/Region: ERO-Bethany CS W-2 Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

Participants	Address	Collaterals	Closing/Merge History						
<b>Active Participants</b>									
Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">Cheddar, Daughter (9228553)</a>	YJ	<input checked="" type="checkbox"/>	Y	02/02/2002	F	Biological Child	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Cheddar, Mother (9228554)</a>	None	<input checked="" type="checkbox"/>	Y	01/01/1975		Reference Person	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>

12. At this point, two things have happened:

1. A new task has been generated on the worker's calendar to remind the worker that the intake decision is due 40 days from the date the referral was received.

Upcoming and overdue tasks

Page view: ☒ Task list ☐ Calendar

County view: ☒ My workers ☐ All Milwaukee County workers

Worker view: Fox, Frank

Escalated: Include

[Create task](#) [Tickler management](#) [Worker statistics](#)

cheddar

Showing 1 to 1 of 1 rows

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
07/25/2018	34	Cheddar, Mother (9223536)	Cheddar, Daughter (9228553)	YJ Case Info Due	Fox, Frank	-	

2. The referral has been linked to either an existing case or to a newly created case, which should now appear under the Cases tab of the assigned worker(s).

- Click on the Cases tab on the desktop and search for the case that the referral was linked to.
- Click on View Case Information to show all of the pieces of work associated with the case.
- Click on the new Youth Justice item to view the YJ Referral that was just entered.

eWiSACWIS WAS9 Screenshot

Actions Financial State Security Refresh Search Frank Fox (Milwaukee County) | Log Out

Home Cases (45) Providers (17) Workers (1) Approvals (5) Access Reports (8) ICPC Referrals (0) YJ Referrals (1) Home Inquiries (1) Quick Links

### Cases

View by: ☒ Case ☐ Participant

Filter by: ☐ Date restricted ☐ Not approved/cancelled ☒ Multiselect

Cases: 45 [Create case work](#)

cheddar

**Cheddar, Mother (9223536)**

Case details: Youth Justice ERO-Bethany CS

Case address: 123 Madison Ave. Madison, WI 53718

Primary worker: Fox, Frank (608) 555-9999 testtest

Actions: Please select an action ..

[View case information](#) [Assets and Income](#) [Assignments](#) [Related People](#) [Youth Justice](#)

Youth Justice [YJ Referral](#) 06/15/2018 Cheddar, Daughter Documented YJ Referral Milwaukee